

### Editing structure

<localleader>hN insert heading above

<localleader>hh insert heading below, taking over children

<localleader>hn insert heading above, after children

m} move heading down

m{ move heading up

m]] move subtree down

m[[ move subtree up

yah yank heading

dah delete heading

yar yank subtree

dar delete subtree

p paste subtree

>> or >ah demote header

<< or <ah promote heading

>ar demote subtree

<ar promote subtree

### Tags and properties

<localleader>st set tag

### Hyperlinks

gl goto link

gyl yank link

gil insert link

gn next link

go prev link

### Using TODO states

Any headline becomes a TODO item when it starts with the word 'TODO', for example: \* TODO Write letter to Sam Fortune  
<LocalLeader>ct: Rotate the TODO state of the current item among.

### Using TODO states (cont)

,-> (unmarked) -> TODO -> DONE  
--.  
'-----'

### Multi-state workflows

You can use TODO keywords to indicate different 'sequential' states in

the process of working on an item, for example:

```
:let g:org_todo_keywords=
['TODO', 'FEEDBACK',
'VERIFY', '|', 'DONE',
'DELEGATED']
```

The vertical bar separates the TODO keywords (states that 'need action')

from the DONE states (which need 'no further action'). If you don't provide the separator bar, the last state is used as the DONE state.

With this setup, the command <S-Right> will cycle an entry from TODO to FEEDBACK, then to VERIFY, and finally to DONE and DELEGATED.

### Plain lists

<localleader>cI insert plainlist item below

<localleader>cL insert plainlist item above

### TODO lists

<localleader>d select keyword

<S-Left> prev keyword

<S-Right> next keyword

<C-S-Left> previous keyword set

<C-S-Right> next keyword set

### Checkbox lists

<localleader>cc toggle checkbox

<localleader>cn or <CR> insert checkbox below

<localleader>cN or <C-S-CR> insert checkbox above

### Breaking tasks down into subtasks

To keep the overview over the fraction of subtasks that are already completed, insert either '[/]' or

'[%]' anywhere in the headline. These cookies will be updated each time

the TODO status of a child changes. For example:

```
* Organize Party [33%]
** TODO Call people [1/2]
* TODO Peter
* DONE Sarah
** TODO Buy food
** DONE Talk to neighbor
```

<localleader>c# Update the checkboxes status of current heading. It also update the heading status too.

### Export

<localleader>ep export as PDF

<localleader>eb export as beamer PDF

<localleader>eh export as HTML

<localleader>el export as LaTeX

### Dates

<localleader>sa insert date

<localleader>si insert inactive date

<localleader>pa insert date by using calendar selection

<localleader>pi insert inactive date by using calendar selection

### Agenda

<localleader>caa agenda for the week

<localleader>cat agenda of all TODOs

<localleader>caA agenda for the week for current buffer

<localleader>caT agenda of all TODOs for current buffer